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# RULES

FOR THE

## INTERNAL GOVERNMENT

OF THE

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# HOSPITAL OF THE UNIVERSITY OF PENNSYLVANIA.

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*AMENDED MARCH 10th, 1892.*

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PHILADELPHIA :

ALLEN, LANE & SCOTT'S PRINTING HOUSE,

Nos. 229-31-33 South Fifth Street.

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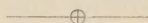
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# RULES

## FOR THE

### GOVERNMENT OF THE HOSPITAL.



#### I. DIRECTOR.

1. The Director of the Hospital shall be elected annually at the January meeting by the Trustees upon nomination by the Managers, and shall be a physician skilled in hospital construction and management.

2. He shall be the special adviser of the Managers, shall be present at their regular and special meetings, and shall be *ex officio* a member of the Board without a vote, and under their direction shall have general control of all Departments of the Hospital, except as to the medical and surgical treatment of patients. He shall keep the Managers informed as to the condition and needs of the Hospital, and shall promulgate and enforce all rules and regulations made by the Board.

3. A Superintendent, an Assistant Superintendent, a Clerk, and an Apothecary shall be elected annually at the January meeting by the Managers, the qualifications of each being first reported upon by the Director.

4. The Director shall have power to suspend, in case of emergency, any of these officers or any of the Resident Physicians, reporting at once his action and the reasons therefor to the President of the Board of Managers, or, in case of his absence, to the Visiting Committee.

5. The appointment and discharge of subordinate employés shall be under the control of the Superintendent.

## II. SUPERINTENDENT.

1. The Superintendent shall act for the Director in his absence, and, under his instructions, shall have the general control of all the Departments of the Hospital, of all subordinate officers, attendants, and domestics, and the charge of the grounds, buildings, and appurtenances.

2. She shall hold her office during the pleasure of the Board, and shall reside in the building, in apartments to be designated by the Board for that purpose.

3. She shall, under the direction of the Board or of the Visiting Committee, purchase all provisions and stores required for the use of the Hospital, and shall see that they are properly and economically used.

4. She shall keep, or cause to be kept, regular accounts of all moneys received or disbursed by her on behalf of the Hospital, with a record of all contracts, and shall submit the same to the Visiting Committee at each meeting, and to the Director whenever required. She shall also prepare a statement of such receipts and disbursements for the Board at each monthly meeting, together with a statement of the amount of outstanding indebtedness and a requisition for the probable amount required for the current expenses of the ensuing month.

5. All bills, together with the pay-rolls, shall be submitted to the Visiting Committee at its regular meetings.

6. She shall make no purchases exceeding \$100, or of an unusual nature, without the sanction of the Director or of the Visiting Committee.

7. She shall take charge of money or other valuables belonging to patients, and keep a record of the same. In case any patient dies leaving money or articles of value, she shall take charge of them and shall report the same to the Visiting Committee, who will give the necessary directions for the proper disposal of them.

8. She shall see that a proper inventory is kept of all furniture and other property belonging to the Hospital, and

shall make an annual report of articles injured, destroyed, or missing.

9. She shall receive all moneys paid for the board of the patients, and from other sources, and shall pay it over to the Treasurer of the Hospital.

10. She shall suspend from duty any subordinate or employé of the institution willfully disregarding or breaking the rules thereof, or refusing to perform his or her proper or necessary duties. She shall immediately report in writing such suspension to the Director and to the Visiting Committee, with the facts in the case. Except as regards the Assistant Superintendent, Clerk, Apothecary, and Resident Physicians, she shall have the right of summary dismissal, reporting the facts, as in other cases, to the Director and to the Visiting Committee.

11. She shall, in consultation with the Assistant Superintendent, select the probationers and pupil nurses in the Training School for Nurses.

12. She shall admit patients to, and discharge them from, the Hospital upon recommendations made by the Medical Staff or by the Resident Physicians, in accordance with such instructions as she may receive from the Managers or from the Director as to the number of free beds which are available.

13. She shall communicate to their friends information of the decease of patients, and shall cause the bodies to be delivered to their friends, or, if not claimed by them, to the proper authority.

14. In any case requiring the attendance of the Coroner at the Hospital it shall be her duty immediately to send notice to that effect to the Coroner's office.

15. She shall furnish to the Director, in time to be presented to the stated meeting of the Managers in December of each year, an annual report of all matters pertaining to her office during the year.

16. Before leaving the Hospital she shall notify the Assistant Superintendent, who shall discharge her duties during her absence.



17. She shall perform such other duties connected with the office as may, from time to time, be required by the Director or Managers.

### III. ASSISTANT SUPERINTENDENT.

1. The Assistant Superintendent shall have, under the direction of the Superintendent, the general supervision of all the nurses of the Hospital.

2. She shall visit each ward of the Hospital at least three times daily, and shall be responsible to the Superintendent for their cleanliness, neatness, and order.

3. She shall conduct all correspondence relative to nurses, and make from time to time such reports on their conduct and efficiency as may be called for by the Superintendent.

4. She shall hear the reports of the head nurses each morning, and receive from them requisitions for the day's supplies, taking such requisitions to the Superintendent to be signed at the time when she makes her report.

5. She shall give directions to the Night Superintendent before going on duty, and shall receive from her a written report in the morning.

6. She shall keep an account of the time nurses are off duty on account of illness or other causes, and furnish a report on the same to the Superintendent on the last day of each month.

7. She shall not be absent from the Hospital during the absence of the Superintendent, and she shall at all times report before leaving the building, and again on her return.

8. She shall attend at all the lectures given by the physicians to the nurses, and shall inspect and correct the notes taken by the nurses at such lectures.

9. She shall give instruction from the text-books, and shall be present at all times when instruction is being given to nurses by any person or persons outside of the wards, except when relieved by the Superintendent.



10. She shall perform such other duties connected with her office as may be required by the Superintendent.

#### IV. MEDICAL STAFF.

1. The Medical Staff shall be composed, in accordance with the resolution of the Board of Trustees, of the following members:—

The Professor of the Theory and Practice of Medicine and of Clinical Medicine, The Professor of Surgery, The Professor of Obstetrics, The Honorary Professor of Clinical Surgery. The Professor of Clinical Medicine. The Professor of Gynæcology. The Professor of Clinical Surgery. The Clinical Professor of Diseases of the Eye. The Clinical Professor of Diseases of the Ear. The Clinical Professor of Nervous Diseases. The Clinical Professor of Diseases of the Skin. The Clinical Professor of Children's Diseases. The Professor of General Pathology and Morbid Anatomy. The Clinical Professor of Orthopædic Surgery. The Clinical Professor of Genito-Urinary Diseases.	}	<i>Ex officio.</i>
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2. Special meetings of the Staff may be called at any time by the Managers, by the President of the Medical Staff, or by the Secretary of the Medical Staff at the request in writing of three of its members.

3. The members of the Medical Staff shall be present when requested by the Managers, or by the Visiting Committee, to confer with them on the management of the Hospital.

4. The Medical Staff shall advise the Managers, through the Visiting Committee, in all matters pertaining to the sanitary arrangements of the Hospital, and to the health of the inmates.

5. The Medical Staff shall hold annual examinations to determine the merits and qualifications of such graduates of the Medical Department of the University of Pennsylvania as may apply for the position of Resident Physician in the Hospital; and shall report, after each examination, the names of the four candidates whose grade is the highest to the Board of Managers for confirmation.

6. The Medical Staff shall elect, semi-annually, by ballot, two of its members to serve as a committee on the Apothecary's Department, whose duty it shall be to examine frequently into the quality of the drugs and medicines furnished for the use of the Hospital, to maintain a general supervision over this department, and to report to the Medical Staff as occasion may require.

7. In all cases of death in which the Attending Medical Officer regards an autopsy as desirable, he shall give a written order for such examination, and shall see that it is properly performed, the consent of the immediate relatives having been first obtained in all cases in which it is possible to ask it.

8. The Medical Staff shall appoint annually a committee to be known as the "Committee of the Medical Staff on the Training School for Nurses." Its duties shall be as follows:—

(a.) The Committee shall elect the lecturers for the coming year, and shall designate the subjects which are to be included in the course of instruction given to the nurses.

(b.) The Committee shall procure from the various lecturers a number of questions to be used in the stated examinations of the nurses, from which number it shall select those to be used in each case.

(c.) The Committee shall provide in all respects for the proper examination of the nurses, and shall see that it is conducted in such manner as satisfactorily to determine their fitness for promotion or graduation.

(d.) The Committee shall sign the diplomas of the graduates as the representatives of the Medical Staff of the Hospital.

9. Each member of the Medical Staff may appoint, subject to confirmation by the Managers, annually, one or more assistants, to be called Assistant Physician, Surgeon, Obstetrician, &c. (as the case may be), to the Hospital. Such assistant shall aid his chief in the performance of his functions, and may undertake them in his absence.

10. Each member of the Medical Staff may appoint subject to confirmation by the Managers, annually, a Clinical Clerk who shall keep such records of cases as his chief may require.

#### V. RESIDENT PHYSICIANS.

1. There shall be elected annually by the Managers, on the recommendation of the Medical Staff, four Resident Physicians, graduates of the Medical Department of the University of Pennsylvania, who shall serve for the term of eighteen months. They shall, on receiving notice of their election, sign an obligation to serve their full term, unless relieved by the Managers. Each shall serve six months with one of the physicians in the Medical Ward, and six months with one of the surgeons in the Surgical Ward, and six months under the direction of the Chiefs of Staff, who have charge of special cases, and in the Maternity Wards.

2. They reside in the Hospital, and, in addition, shall receive their board and washing free, but shall not be allowed any other perquisites or fees.

3. They shall not be absent from the Hospital at night, nor during the day, except at such hours as may be authorized by the Visiting Committee. Before leaving the Hospital they shall invariably register their names and the hour of day in a book, to be provided and kept by the Superintendent, and again upon their return. They shall under no circumstances all be absent from the building at the same time, and shall, subject to the approval of the Visiting Committee, arrange and observe a roster, specifying on which days each must remain in the House.



4. Leave of absence, when requested by any of the Resident Physicians, may be granted by a majority of the Attending Medical Officers in charge of the wards in which he is on duty, who shall also appoint a substitute to serve during his absence. In cases of emergency, leave of absence for not over twelve hours may be granted by the Superintendent.

5. They shall visit all the patients under their charge every morning and evening, and as much oftener as may be necessary; and, in the absence of the Attending Medical Officer, shall administer to their relief, conforming to the views of such officer, and reporting their action at his next visit.

6. They shall accompany the Attending Medical Officers in their visits, report to them all new cases, and faithfully carry out their directions. They shall copy all prescriptions in the ward-books kept for that purpose, and shall send them to the Apothecary immediately after the visit.

7. All diet orders, liquor, and extra orders for patients must be signed either by the Attending Medical Officer or by the Resident Physician or Surgeon.

8. The Resident Physicians shall give all orders for medicines, and general directions for treatment, in writing, in a book furnished for that purpose, and shall also write in the same book orders for the stopping or modification of treatment. This book is to be under the charge of the head nurse of the ward, to whom all verbal explanations are to be given.

9. Resident Physicians will promptly inform the Superintendent of all cases in which it is proposed to make an autopsy upon a deceased patient, and will report when it is completed, which should be as soon as possible, in order that arrangements may be made for the prompt disposal of the body.

10. The Senior Resident Physician is charged with the duty of seeing that the Hospital Register of the Central office is kept fully entered up to date, and that the provisional

diagnoses are reported within twenty-four hours after the time when the patient is admitted.

11. The electrical instruments shall be in the charge of the Senior Resident Physician.

12. The Senior Medical Resident shall have charge of, and be responsible for, the books and journals of the Medical Library of the Hospital.

13. It shall be the duty of the Junior Resident to give ether in all cases in which its administration is required, and when he is absent, or otherwise necessarily engaged with his own chief, the duty of administering ether shall devolve on the next Junior Resident.

14. The Resident Physicians and Surgeons shall not engage in any other business than that of the Hospital, nor shall they practice out of the House. They shall have the privilege of attending all the clinical lectures delivered in the Hospital, and of assisting at operations, provided that their services are not at the time required by any of the Attending Medical Officers in the wards.

15. They shall keep such clinical records of the cases in their charge as may be directed by the Attending Medical Officers.

16. They shall further perform such duties connected with their office as may be directed by the Managers or the Attending Medical Officers.

17. A certificate may be granted to a Resident Physician upon the expiration of his term of service on the recommendation of the Medical Staff, with the approval of the Managers.

## VI. DISPENSARY.

1. The Physicians and Surgeons of the Dispensary shall be appointed by the Managers on the nomination of the several members of the Medical Staff.

## VII. APOTHECARY.

1. There shall be elected annually by the Managers, on the recommendation of the Director, an Apothecary, who

shall hold his office during the pleasure of the Board. He shall reside in the building, and shall not absent himself except at such hours as may be authorized by the Visiting Committee. Before leaving the Hospital he shall invariably report to the Superintendent, and again on his return. He shall receive such compensation as may be appointed by the Board, and his board and lodging free; but shall not be allowed any other emoluments, perquisites, or fees whatsoever.

2. He shall, under the Superintendent, have charge of all medicines and other articles pertaining to his department, shall make requisitions on the Superintendent for their purchase, and shall keep exact accounts of their quantities, qualities, and prices, and shall furnish duplicates of such accounts to the appropriate committee of the Medical Staff.

3. He shall compound medicines and prepare all prescriptions agreeably to the formulæ from time to time directed by the Attending Medical Officers or Resident Physicians, which shall be recorded in a book, to be kept in each ward for that purpose.

4. He shall also prepare all prescriptions ordered by the Medical Officers in charge of the various departments of the Dispensary Service.

5. He shall deliver no medicines which are not ordered by the Attending or Resident Medical Officers, and which are not recorded in the prescription-books, or properly ordered in connection with the Dispensary Service.

6. He shall report monthly in writing to the Visiting Committee a detailed statement of the operations of his department, the expenditure for drugs, and the consumption of the same.

7. He shall furnish the Superintendent with a monthly report showing the amount of liquor and soda-water ordered by each Physician, Surgeon, Resident Physician or Surgeon, or other officer of the Hospital.

8. No prescriptions shall be put up free for Dispensary patients, except those specially marked free by Chiefs of the Dispensary Staff.



9. The Apothecary shall perform such other duties connected with his office as may from time to time be required by the Board.

10. All orders from the wards and private rooms from the Resident Staff for supplies, such as medicines, dressings, and soda-water, should be handed in each day before 9 A. M. and 4 P. M. The stimulant order for the twenty-four hours must be sent in by 11 A. M.

11. On Sundays and legal holidays all supplies should be procured before 12 noon.

12. *Free* patients when about to leave the Hospital will not be furnished with medicine *free*, except upon an order by the Chief, countersigned by the Superintendent.

13. Out-patients, when treated by Resident Physicians, are not to receive medicine *free*, except when approved by the Superintendent.

14. Out of hours, and at night when it becomes absolutely necessary to enter the Apothecary Shop, the Apothecary must be called. If he is not in the building, the Superintendent must be notified, they only lawfully holding keys of same.

15. No drugs nor supplies are to be taken from the Apothecary Shop by any person without the sanction of the Superintendent or Apothecary.

16. All orders for the better government of the Apothecary Shop, issued by the Superintendent, are to be respected by the Resident Physicians and the Apothecary.

## VIII. NURSES.

1. All nurses shall be appointed and discharged by the Superintendent, as above provided.

2. The nurses shall attend faithfully to the patients under their charge, and shall obey implicitly the directions of the Attending Medical Officers and Resident Physicians in regard to them.

3. The nurses shall see that patients behave with propriety and observe all the regulations of the Hospital, and

they shall report any irregularity or breach of rules to the Resident Physicians and Superintendent.

4. They shall give receipts to the Laundress for all bed linen or clothing issued to their wards, and shall be furnished with an acquittance for the same on returning the pieces to the laundry.

5. They shall carry the ward prescription-book to the Apothecary immediately after the visit of the Attending Medical Officer, and shall return for the same at the hour directed by the Apothecary.

6. They shall carefully attend to the administration of all medicines, and shall return to the Apothecary all phials not in use in which medicine has been sent.

7. They shall pay strict attention to the diet ordered by the Attending or Resident Physicians.

8. In no cases shall all the nurses of any ward be absent at the same time.

9. They shall perform such other duties connected with their office as may be required.

10. Night nurses and subordinate nurses will receive their orders from the head nurse of the ward. If additional orders are deemed necessary by the Resident Physician, he will give them in writing in the book above referred to.

## IX. CLERK OF THE HOSPITAL.

1. The Clerk of the Hospital shall, under the direction of the Superintendent, keep the books of the office and the accounts of the Hospital, shall receive the money paid by private patients, attend to the correspondence, and perform such writing as may be required by the Superintendent.

2. She shall prepare the weekly written report to be submitted to the Visiting Committee, and monthly report of accounts for the Board of Managers.

3. Her hours of duty shall be from 8.30 A. M. to 6 P. M. on week-days, and on Sunday half a day.

4. During her hours of duty she shall answer telephone calls; she shall have charge of the patients' library, of such

stores as are kept in the office, and will perform such other duties connected with the office as may be required by the Superintendent.

#### X. ADMISSION AND DISCHARGE OF PATIENTS.

1. All cases of recent accident, occurring in the State of Pennsylvania, which are brought to the Hospital within twenty-four hours after their occurrence, shall be admitted at any hour of the day or night.

2. Other patients shall be admitted daily from 12 M to 2 P. M. They must apply in person at the waiting-room, where they will be examined and recommended for admission by the Attending Medical Officers or the Resident Physicians.

3. Any member of the Medical Staff may send to his own department of the Hospital any patient that he may see fit, with a written order for admission, provided that there is a free bed vacant in that department.

4. There shall be posted in the office daily the number of vacant beds, both free and pay, in each department of the Hospital, for the information of the Examining Physicians.

5. The Resident Physicians shall fill up the proper admission blank and bed-card within twelve hours after the admission of each patient.

6. No patient affected with small-pox, typhus fever, scarlet fever, measles, diphtheria, whooping-cough, or rotheln shall be admitted.

7. Pay patients may be admitted to the extent of the capacity of the Hospital for that purpose, at a rate of not less than seven dollars per week.

8. In cases where separate apartments, or articles not usually furnished in the Hospital, are provided, such payment shall be paid therefor as the Visiting Committee may deem reasonable. Patients occupying private rooms shall be entitled to receive the professional services of the Resident Physicians without extra charge, but shall have no claim upon the services of the Attending Medical Officers



without proper compensation, as may be agreed upon in each instance, unless such patients consent that their cases shall be utilized for purposes of clinical instruction, as with patients in the general wards. No charge for medical or surgical attendance shall be made to ward-patients.

9. No patient who is not likely to recover shall be retained on the free list of the Hospital for more than three months.

10. No patient having acute venereal disease or *delirium tremens* shall be admitted as a charity patient. No *delirium tremens* patient shall be admitted to a public ward.

#### XI. DISCHARGE OF INSUBORDINATE PATIENTS.

Whenever, in the opinion of a Resident Physician or of the Superintendent, it is desirable to discharge a patient for disobedience of orders or misconduct, the case shall be reported at once to the member of the Medical Staff under whose charge the patient may be, and also to the person who has sent such person to the Hospital, in case such person has endowed a bed in the Hospital, and twenty-four hours shall be allowed them to make such arrangements as they may deem necessary in the case. Pending such action, however, if the patient is unruly and troublesome in the ward, the Superintendent is authorized to have him placed in a separate room pending the final action in the case.

#### XII. RULES FOR HEAD NURSES.

1. Head nurses shall be in their wards promptly at 7 A. M.

2. Each head nurse shall make out a census of her wards, and present it at the office with the cards for discharge, by 9 A. M. each day.

The weekly store-book shall be presented at the office of the Assistant Superintendent at 8 A. M. on Thursday.

3. Each head nurse shall see that the soiled linen is carefully counted, placed in bags, and sent down the chute

three times daily, at 8 A. M., 1 P. M., and 5 P. M. Wet or stained clothes must be put at once in a zinc vessel and carried immediately to the laundry.

4. Head nurses shall see that a nurse accompanies any patient sent from her ward to a dispensary department.

5. Head nurses shall see that a nurse accompanies all cases going to clinic, and remains for instruction.

6. Head nurses will give day nurses written orders, and require each order to be checked when carried out.

7. Head nurses will give the night nurses written orders, and will receive a written report from them in the morning.

8. Head nurses shall see that no patient leaves her floor without permission, and that patients do not accompany their friends farther than the bounds of their wards.

They shall see that all patients are in bed at 8 P. M. (those in private wards at 9 P. M.), and that the lights are turned down and all quiet at that time.

9. Head nurses are responsible for the order and discipline of their wards. They will see that the pupil nurses conduct themselves with propriety and care faithfully for the patients under their charge.

10. Head nurses book their pupils' time off to suit the head nurses' convenience; but only one head nurse on the same floor shall be off duty at the same time, unless by special permission.

11. Head nurses, when on duty, must report in person in the dining-room three times daily, unless excused by the Superintendent or Assistant Superintendent; and no nurse shall go to her ward in the morning before reporting in the dining-room.

### XIII. RULES FOR PUPIL NURSES.

1. Nurses shall be in their wards promptly at 7 A. M.

2. Nurses are required to keep their rooms in order, well ventilated, and free of dust. Gas must be turned off punctually at 10 P. M., after which time there must be neither talking nor noise of any kind.

3. Nurses must not leave any of their personal effects scattered about the parlor, or any part of the house used publicly.

4. Nurses must not go out after dark, without special permission from the Superintendent or Assistant Superintendent, except on Sunday, or on their afternoon off.

5. Nurses who cannot go on duty in the morning will communicate at once with the Night Superintendent. A nurse must not go off duty without reporting to the head nurse, or nurse in charge.

6. Nurses, when ill, must report to the Assistant Superintendent, who will notify the Resident Physician, whose duty it is to furnish medical attendance to nurses.

Nurses must not obtain medicines or drugs of any kind which have not been prescribed for them, nor may they take medicines or drugs from the wards for their own use. \*

7. Nurses must not have visitors in the wards, nor take them through the Hospital, without permission, nor leave their duty to see them. All male visitors will be received in the reception-room of the Hospital, and all visitors, after 7 P. M., in the same room. Friends of the nurses may not remain in the Home over night, nor in the nurses' rooms during the day, nor partake of meals without permission from the Superintendent.

8. Nurses must not take food or table furniture from the dining-room without permission from the housekeeper.

9. Nurses are required to rise upon the entrance of the Superintendent, or of a Physician, or any officer of the Hospital, and to remain standing while they are in the wards. They are to be polite and courteous to all strangers coming to the Hospital.

10. Nurses are required to treat patients with gentleness and consideration, and to maintain a dignified demeanor on all occasions. Loud laughing and talking in the Hospital wards and corridors are strictly prohibited.

11. Nurses must always be in uniform when in the Hospital on duty. Only the plainest jewelry may be worn.



Promptness, general order, and personal neatness are absolutely essential.

12. Nurses must not employ any patient in any way for their own personal service.

13. Each nurse is under the supervision and direction of the head nurse of the department, to whom she is required to be respectful and obedient. The night nurses are under the supervision and direction of the Night Superintendent, to whom they will apply for orders in case of difficulty or emergency.

14. When the hours of duty are over nurses are required to leave the wards promptly. Loitering on the stairs or in the corridors strictly prohibited. Visiting from one ward to another is not allowed without permission.

15. All nurses are expected to put forth every effort to protect the interests of the Hospital in every way, seeing that there is no waste of anything.

#### XIV. RULES FOR THE ADMISSION OF PUPILS TO THE TRAINING SCHOOL.

1. Application for admission to the School must be made (in writing only) to the Superintendent of the Hospital, who will furnish blank form for such application.

2. Candidates should be over twenty-three and under thirty-five years of age, and must accompany application with testimonials (from two responsible people) certifying to good moral character: also a certificate of health.

3. Applicants will be received for one month on probation, at the end of which time the Superintendent will decide as to their fitness for the work.

4. Accepted pupil nurses shall engage to serve the Hospital for a full term of two years, at the expiration of which time a diploma will be given to those who pass a satisfactory examination. Nurses will have five examinations—one on entering, two in the first year, and two in the second year. Accepted pupil nurses shall receive: First year, ten dollars per month: second year, fourteen dollars per month, for

necessary expenses. (This is not considered to be in any way remuneration for their services, as their instruction is supposed to cover that.)

Graduated nurses will receive a salary of twenty-five dollars per month for the first six months, and after that thirty dollars a month.

Nurses are boarded and lodged by the Hospital. Twenty-four pieces are allowed for the laundry each week.

Accepted candidates, when coming to the Hospital, should bring with them the following articles: Two or three dresses (light ground, small figures), gingham or calico, made plainly; six large white aprons, made of bleached cotton, with bibs, plain at the top and gathered slightly at the bottom, plain band, buttoned; two bags for soiled clothes: one pair of scissors and pin-ball: a good supply of plain under-clothing, and every article to be distinctly marked with the owner's name. Also, suitable outer-garments for all kinds of weather. Nurses are required to wear broad-toed and flat-heeled boots.

If the teeth are out of order in any way they must receive attention before coming for the probationary month.

Nurses are required to wear the Training School uniform after they join the School. Material for dresses will be sold at cost price; caps are furnished free of charge.

Hours of duty for day nurses, from 7 A. M. to 8 P. M.: for night nurses, 8 P. M. to 7 A. M. No nurse is required to do both day and night duty on the same day, except in rare emergencies. Each nurse on day duty is allowed one hour each day for rest and recreation, one-half day after 2 P. M. each week, and four hours on Sunday. Two weeks vacation is allowed each year. If nurses are sick they are cared for in the Hospital, but wages are stopped. Nurses on night duty are required to be in bed from 9 A. M. until 4 P. M. Nurses may be called upon for four months, or more, night duty during the two years' training.

5. The Superintendent can at any time dismiss any nurse for misconduct or inefficiency.

6. All pupils will receive board, lodging, washing, and medical attendance free.

7. The instruction consists:—

(a.) Ward work, including bed-making, change of patients' position and linen, cleanliness of patients and utensils.

(b.) Making, application, and administration of various remedies, such as poultices, fomentations, &c.

(c.) Use of baths, friction, &c.

(d.) Attendance on doctors, dressing of wounds and bandages, padding of splints.

(e.) Observation on general condition of patients with regard to appetite, skin, secretions, appearance of eruption, chill and fever, &c.

(f.) Methods of observing and recording temperature, respiration, and pulse.

(g.) Lectures and class instruction.

8. Nurses will be required to keep the rules and regulations of the Hospital Nurses' Home.

Nurses must come prepared to pay for uniform after probation month; cost will not exceed twelve dollars.

9. All nurses are expected to be truthful, honest, trustworthy, punctual, quiet, orderly, cleanly, neat, patient, kind, and cheerful.

## XV. RULES FOR NURSES' HOME.

1. Every pupil nurse is to make her bed and keep her room in order.

2. All gas must be put out at 10 P. M. No nurse must be out of her bed-room after 10 P. M., or talk or make any noise.

3. Pupil nurses, whilst in the Home, will be under the supervision of the Assistant Superintendent.

4. Pupil nurses will receive no visitors except during hours of recreation.

5. Pupil nurses are allowed a reasonable amount of laundry, not to exceed twenty-four pieces per week.

## XVI. FORM FOR APPLICATION OF CANDIDATE FOR PUPIL NURSE.

*This paper is to be filled out (in the candidate's handwriting) and sent to \_\_\_\_\_, Superintendent of the University of Pennsylvania Hospital Training School for Nurses.*

1. Name in full, and present address of candidate . . . . .
2. Name in full, and the address of some relative . . . . .
3. Are you a single woman or widow? . . . . .
4. Your present occupation or employment? . . . . .
5. Age last birthday, and date and place of birth? . . . . .
6. Height and weight? . . . . .
7. Where educated? . . . . .
8. Are you strong and healthy? and have you always been so? . . . .
9. Have you any physical defect? Are your hearing and eyesight good? . . . . .
10. If a widow, have you children? How many? Their ages? How are they provided for? . . . . .
11. Are you otherwise free from domestic responsibility, so that you will not be liable to be called away? . . . . .
12. Where (if any) was your last situation? How long were you in it?
13. The names in full and addresses of two persons to be referred to. State how long each has known you. If previously employed, one of these must be the last employer; one of them shall not be a relative . . . . .
14. Have you ever been in any training school? If so, where? . . . .
15. Have you read and do you clearly understand this paper? . . . .

*Having read and clearly understanding the foregoing conditions and regulations, I declare the above statement to be correct.*

Date,

Signed,

*Candidate.*

Present address,

## XVII. REGULATIONS FOR PRIVATE PATIENTS.

1. The charges to private patients include room, board as per diet list, attendance of Resident Physician, medicines and surgical dressings, and general attendance of nurses. But articles of food, especially expensive or troublesome to obtain, and medicines of an unusual or costly character will be charged extra.



2. When a special nurse is furnished there will be an extra charge. No special nurse can be demanded by the patient to be on duty more than eighteen hours out of twenty-four. When she is not on duty the patient will be attended by the general nurse, except in dangerous cases, where the Chief or Superintendent considers it unsafe for the patient to be alone.

3. Visitors to private floor are admitted from 8 A. M. to 8 P. M. All visitors are expected to leave the Hospital promptly at 9 P. M.

4. Whisky is included in medicines to be furnished. Brandy, wines, and beer are an extra charge.

5. Patients' clothing cannot be laundried in the building. Arrangements can be made, by applying at the office, to have it sent out, at the owner's risk and expense.

6. Patients' friends requiring meals or cot in room will be charged fifty cents per meal and fifty cents per cot per night. Meals will be served only at 7 A. M., 12.15 P. M., and 5.15 P. M.

7. Patients or their friends are not allowed to visit other patients without permission from the Attending Physicians.

8. Writing-paper, stamps, and postal-cards may be bought at the office. All business arrangements must be transacted at the office.

9. Books for patients' use may be obtained from the Librarian at the office.

10. Patients and their friends are expected to comply with the general rules of the Hospital.

## XVIII. RULES FOR THE GOVERNMENT OF THE PATHOLOGICAL DEPARTMENT.

### *1. Building, Apparatus, &c.*

1. The Pathological Building shall be in charge of the Pathologist, who shall be the Professor of General Pathology and Morbid Anatomy in the University. He shall be responsible for the condition of the building to the Director of the Hospital and the Managers.

2. The building shall be used exclusively as a mortuary and for the work connected with the Pathological Department.

3. The mounted specimens, apparatus, and instruments shall not be taken from the building without a request in writing, and the permission of the Pathologist. They shall never be taken outside of the University grounds.

### *2. The Pathologist.*

1. It shall be the duty of the Pathologist to conduct, in person, all the necropsies except those made by the Coroner's Physicians, and he shall keep a record of the same.

2. He shall make all necessary microscopic examinations and investigations relating to the necropsies and to other subjects in Pathology that may concern the special interests of the Hospital. He shall keep a record of the same, which shall be accessible to the members of the Staff.

3. There shall be a Curator of the Museum of the Hospital, who shall be an assistant to the Pathologist and shall see to the preservation of specimens under his direction.

4. In the absence of the Pathologist, the authority to loan specimens invested in him may be exercised by the Superintendent of the Hospital.

5. One of the Junior Resident Physicians shall act as Assistant to the Pathologist.

### *3. The Necropsies.*

1. The necropsies shall be made, when practicable, at 1 o'clock P. M. If a change of the hour becomes necessary, a timely notice shall be sent to the member of the Staff under whose charge the patient was while living.

2. The record of the necropsies shall be kept by the Pathologist in the Pathological Building, and shall be accessible to the members of the Staff.

3. A copy of the record shall be made by the Resident Physician, to be filed with the clinical record of the case.

4. All specimens shall become the property of the University, and shall be kept in the Hospital Museum, unless

the Medical Officer who had charge of the patient should request that a specimen be placed in the Wistar and Horner Museum.

5. Upon a written request a specimen shall be delivered, *before mounting*, for exhibition outside of the Medical School, to the member of the Staff under whose charge the patient was while living; the specimen to be returned within twenty-four hours.

6. Operation specimens shall be subject to the same rules as those derived from necropsies, with the exception of calculi, which may be retained by the operator.

#### *4. The Museum.*

1. The Curator shall see that the specimens are properly labeled and catalogued.

2. The mounted specimens, microscopic slides, apparatus, instruments, and other property of the Museum may be used in the lectures of the medical course. They shall be delivered only upon written request.

3. With the exception provided for under Rule 5, section 3, they shall never be removed outside the University grounds.

4. The specimens in the Museum shall consist of two classes: Permanently mounted specimens and hand specimens, to be used for demonstrations.

#### *5. The Laboratory.*

1. All work in Morbid Anatomy and Experimental Pathology connected with the routine work of the Hospital shall be performed in the Laboratory under the direction of the Pathologist.

2. The Laboratory may undertake the investigation of specimens forwarded by individuals or institutions not connected with the University.

3. Such specimens shall be addressed to the Laboratory, and the Pathologist shall be responsible for the opinion expressed.

4. A fee may be charged, fixed by tariff, for such examinations; the fee to be paid to the officer who conducts the examination and makes the report.

5. A limited number of students in Pathology or investigators in special work may, with the approval of the Pathologist, be admitted to work in the Laboratory, on condition that they pay to the Hospital a fee of fifteen dollars a month while they are engaged in the Laboratory.

### 6. *The Mortuary.*

1. All bodies brought to the Mortuary shall be accompanied with a report stating name, age, sex, color, date, and hour of death, clinical diagnosis, attending Staff Physician, Resident Physician in charge, whether a necropsy is or is not desired.

## XIX. FIRE REGULATIONS.

### *Precautions against fire.*

1. The only kind of matches allowed in the Hospital are those which can only be lighted by striking on a strip of specially-prepared paper attached to the box.

2. Oiled or greased rags, bandages, or waste must not be allowed to collect, or to remain in contact with wood. Put all such refuse into tin receptacles and burn the accumulation daily.

3. Hose, with nozzles, are to be kept constantly attached to the stand-pipes in the main hall and at the south end of the old pavilion. It is the business of the engineer to carefully examine these daily and to see that they are always in good order and ready for use.

4. Buckets of water are to be kept constantly ready for use in each bath-room of the Gibson pavilion, and on each floor at the west end of the main hall. The night watchman and night nurses are required to see that these buckets are filled and in their proper place.



*Alarm of fire.*

If a fire breaks out, the person discovering it shall immediately notify door porter, if it is in the daytime, or the night watchman, at night. The porter or watchman shall at once ring a continuous alarm on the doctor's bell, and shall see that the Superintendent, the Resident Physicians, and the firemen are promptly notified of the location of the fire. The Superintendent or the Night Superintendent shall decide as to the desirability of calling for fire engines.

*Means of subduing fire.*

Use water provided in the fire buckets. A single pail of water used promptly and judiciously will frequently stop a fire.

Draw a bath-tub full of water, form a line of patients, and pass the water along in pails to the point where it is needed.

If the fire is at a point where it can be reached by one of the hose pipes, let an attendant uncoil the hose, turn the wheel to let on the water, and play upon the fire. It is the special business of the engineer and firemen to use the hose and to make with it such connections as will be of most advantage.

*Care of patients.*

The securing the safety of the patients is the special business of the Resident Physicians, the Apothecary, and the nurses.

Remember that the main building is practically fire-proof, that there are fire-escapes at the south ends of the pavilions, and that there will be ample time to secure the removal of the patients if these means are properly used. Do not be frightened by smoke.





